

**Bryan County Rural Water, Sewer and Solid Waste Management  
District No. 2**

9077 U.S. Hwy 70  
P. O. Box 119  
Mead, OK 73449-0119  
Website: [www.ruralwater2.com](http://www.ruralwater2.com)

Telephone (580) 924-8517  
Fax (580) 931-3911  
(TDD/TTY) - 711  
Email: [rwd2@totalnet.us](mailto:rwd2@totalnet.us)

**MINUTES OF THE REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS**, Bryan Co. Rural Water Dist. #2, which was held on **Monday, February 14, 2022**, at 5:30 P.M. Notice and Agenda was recorded at the County Clerk's Office at 12:51 P.M. and posted on the front door of the Rural Water Office at 1:00 PM on February 10, 2022. (See Attach #1 for Recorded Notice & Agenda).

Meeting was called to order at 5:30 P.M. and roll was called. Those Present: Chairperson Jerry Lewis, Vice-Chairperson Mark Smith, Secretary John Hoefer, Assist. Sec-Treasurer Terry Bourne, Director Dustin Rudolf, Manager Regina Clinton, Reporter Nancy Parry and Field Superintendent Merle Pearce. Others Present: Water Plant Lead Operator, Mark Shelton and Engineer, Jason Henderson. Director Brett Butlan showed up @ 5:31 PM. Treasurer Linda Henderson was absent – excused (See Attach #2 for Sign-In Sheet).

Call for approval of the January 10, 2022, Minutes – Regular Meeting. Minutes approved as mailed.

**MANAGER'S REPORT** (See Attach #3)

**FIELD SUPERINTENDENT'S REPORT** (See Attach #4)

**BUSINESS:**

**Consideration of and Take Possible Action regarding future water supply through additional water wells or water plant additions:** Motion made by Vice-Chairperson Smith, 2<sup>nd</sup> by Assist. Sec-Treasurer Bourne, Yes by Secretary Hoefer, Director Butlan, Director Rudolf and Chairperson Lewis to move forward with planning for plant expansion and additional water wells.

**Consideration of and Take Possible Action regarding acceptance of new subdivisions:** Motion made by Vice-Chairperson Smith, 2<sup>nd</sup> by Director Rudolf, Yes by Secretary Hoefer, Assist. Sec-Treasurer Bourne, Director Butlan, and Chairperson Lewis to continue accepting new subdivisions.

**Consideration of and Take Possible Action regarding CP&Y Amendment to Scope of Work and Professional Services for the Water Well #2 Project:** Manager Clinton informed the Board that Jim Roberts would no longer be working for CP&Y. He will be working for a new company, Ardurra Group, beginning February 25<sup>th</sup>. He stated that he would like to continue

This institution is an equal opportunity provider and employer. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the base of race, color, national origin, religion, sex, age, disability or familial status. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to U.S. Dept. of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410, or by fax to (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).



working with us on the Water Well #2 Project. He also stated that we can choose to stay with CP&Y and they would assign another engineer to continue with this Project. Item postponed until next month.

**Consideration of and Take Possible Action regarding new heat and air unit for Water Treatment Plant House (in budget):** Motion made by Vice-Chairperson Smith, 2<sup>nd</sup> by Director Butlan, Yes by Secretary Hoefler, Assist. Sec-Treasurer Bourne, Director Rudolf, and Chairperson Lewis to approve bid from Parker and Mitchell for the 15 SEER for \$6,371.00 (See Attach #5)

**Consideration of and Take Possible Action regarding increasing meter installation fee; (See Attach #5) Highlighted Recommendations:** Motion made by Director Butlan, 2<sup>nd</sup> by Director Rudolf, Yes by Secretary Hoefler, Vice-Chairperson Smith, Assist. Sec-Treasurer Bourne, and Chairperson Lewis to increase meter installation fees as per Field Superintendent, Merle Pearce's, recommendations effective as March 01 2022(See Attach #6).

**Consideration of and Take Possible Action regarding approving 2020-2021 Audit:** Motion made by Vice-Chairperson Smith, 2<sup>nd</sup> by Director Rudolf, Yes by Secretary Hoefler, Assist. Sec-Treasurer Bourne, Director Butlan, and Chairperson Lewis to approve 2020-2021 Audit.

**Consideration of and Take Possible Action regarding renewing the ESRI Software Maintenance for another year - \$7,000.00:** Motion made by Vice-Chairperson Smith, 2<sup>nd</sup> by Director Butlan, Yes by Secretary Hoefler, Assist. Sec-Treasurer Bourne, Director Rudolf, and Chairperson Lewis to let the ESRI software maintenance/licensing lapse and start using Goggle Earth for our mapping needs.

**Consideration of and Take Possible Action regarding purchasing a new printer for billing purposes:** Secretary Hoefler and Director Rudolf suggested that we check into leasing a printer. Secretary Hoefler stated that he would get Manager Clinton more information on the company his office uses. Motion made by Secretary Hoefler, 2<sup>nd</sup> by Vice-Chairperson Smith, Yes by Assist. Sec-Treasurer Bourne, Director Butlan, Director Rudolf and Chairperson Lewis to replace printer and not exceed \$6000.00.

**Consideration of and Take Possible Action regarding acknowledging Juneteenth Day as one of our holidays:** Motion made by Secretary Hoefler, 2<sup>nd</sup> by Assist. Sec-Treasurer Bourne, Yes by Vice-Chairperson Smith, Director Butlan, Director Rudolf and Chairperson Lewis to observe Juneteenth Day as one of our holidays.

**Consideration of and Take Possible Action regarding project ideas to be funded by the new Bipartisan Infrastructure Law:** Manager Clinton informed the Board of different things that this new law is supposed to fund – replacing lead lines, new water storage, plant expansions, desalination projects to name a few. She informed them that we need to get on the DWSRF Priority List and gave them a few ideas that she had in mind. She asked if the Board had any projects that they would like for her add to the list of things she had already made on her Manager's Report. The Board requested that the Water Plant expansion be put on next month agenda and maybe start interview for engineers.

**NEW BUSINESS** (under the Open Meeting Act, this agenda item is authorized only for matters not known about or which could not have been reasonably foreseen prior to the time of posting the agenda or any revised agenda)

**Consideration of and Take Possible Action regarding approval and executing the notice of Awarding Contract documents for CDBG 2021 Grant Project- Mockingbird Lane**

**Water System Improvements:** Motion made by Vice-Chairperson Smith, 2<sup>nd</sup> by Director Butlan, Yes by Secretary Hoefler, Assist. Sec-Treasurer Bourne, Director Rudolf, and Chairperson Lewis to approve.

**Consideration of and Take Possible Action regarding approval of Resolution #01-02-**

**2022:** Motion made by Secretary Hoefler, 2<sup>nd</sup> by Director Butlan, Yes by Vice-Chairperson Smith, Assist. Sec-Treasurer Bourne, Director Rudolf, and Chairperson Lewis to approve resolution #01-02-2022, which gives Manager Clinton the authority to sign off on pay applications for the CDBG 2021 Grant Project so that the payment process can progress faster. No checks are to be submitted until pay applications are approved by the Board in a meeting.

**OTHER BUSINESS:**

**Board approval of checks written in January:** Motion made by Assist. Sec-Treasurer Bourne, 2<sup>nd</sup> by Vice-Chairperson Smith, Yes by Secretary Hoefler, Director Butlan, Director Rudolf and Chairperson Lewis to approve checks written in January.

**FINANCIAL REPORT – January (See Attach #7 thru #12)**

**ADJOURNMENT 6:36 PM**

JERRY LEWIS, Chairperson

MARK SMITH, Vice-Chairperson

\_\_\_\_\_

\_\_\_\_\_

JOHN HOEFER, Secretary

TERRY BOURNE, Assist. Sec-Treasurer

\_\_\_\_\_

\_\_\_\_\_

BRETT BUTLAN, Director

DUSTIN RUDOLF, Director

\_\_\_\_\_

\_\_\_\_\_

Attach #1 Notice & Agenda

Attach #2 Sign in Sheet

Attach #3 Manager's Report

Attach #4 Field Superintendent's Report

Attach #5 A/C & Heat Quotes

Attach #6 Field Superintendent's Recommendations on meter installation increase

Attach #7 thru #12 Financial Reports (January)